
Farmer's Market Arizona AIM System



State Agency User Manual
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Table of Contents

FARMER'S MARKET	1
<i>Purpose.....</i>	<i>1</i>
GENERAL DESCRIPTION	2
COUPON ASSIGNMENT	2
TRACK CURRENT STATUS OF FARMER'S MARKET COUPONS	2
<i>Maintain Farmer's Market Coupon Numbers.....</i>	<i>2</i>
PROVIDE COUPON STATUS TO LOCAL AGENCIES	2
<i>Reconcile Redeemed Coupons.....</i>	<i>2</i>
<i>Management of Funding Sources.....</i>	<i>3</i>
<i>Maintain Farmer Information</i>	<i>3</i>
FARMER'S MARKET COUPON REDEMPTION	3
PRODUCE FARMERS MARKET REPORTS	3
DESCRIPTION OF FARMER'S MARKET FUNCTIONS	5
<i>Issuing Farmer's Market Coupons.....</i>	<i>6</i>
<i>Looking up a Farmer's Market Coupon.....</i>	<i>9</i>
<i>Farmer Information.....</i>	<i>11</i>
<i>Coupon Inventory.....</i>	<i>13</i>
OUTPUTS	15
<i>Producing a Issued vs Redeemed Tracking Report</i>	<i>15</i>
<i>Producing a Seniors FMNP Issued vs Redeemed Tracking Report.....</i>	<i>18</i>
LIST OF FIGURES	29

Farmer's Market

Capabilities

Purpose

The WIC Program issues Farmer's Market coupons to WIC participants so that they can go to a farmer market and purchase fresh fruits and vegetables.

In addition to issuing Farmer's Market coupons to participants registered in the AIM application, the WIC Program may also issue Farmer's Market coupons to the Navajo Nation and/or ITCA participants.

Only certain participants are eligible for Farmer's Market coupons, based upon their WIC category. The participants have to be in a current active WIC certification period. The WIC categories that can participate are: elderly (E3 & E4), pregnant and postpartum women, and children ages one through four.

Currently coupons are worth \$3.00 each and are issued in books of 10 coupons. A family may have up to three participants, depending upon the number of eligible household members, eligible to receive the coupons.

The functionality within AIM includes the following:

- The ability to enroll an active WIC participant into the AZ WIC Farmer's Market Nutritional Program
- Track coupons from issuance through redemption that are distributed to participating local agencies and tribal nations
- The issuance of coupons (e.g. unique coupon numbers) to participants (by local agencies only – tribal nations will not be tracked at the participant level within AIM)
- The reconciliation of redeemed coupons
- View associated reporting
- The ability to set-up funding sources and apply to coupon ranges assigned to Local Agencies.

A Farmers Market button on the Client Registration screen for Farmer's Market is grayed out when client is not eligible, (i.e. infant). Also if the Clinic does not participate in the Farmers Market Program, this button will be grayed out as well. When selecting this button, the Coupon Assignment screen displays this allows for the recording of issuance of farmer's market coupons. The number of coupons issued is validated to ensure that no more than 1 set of 10 coupons is issued for each qualified participant for the current fiscal year cycle. If coupons have already been issued within the current cycle (fiscal year) the screen will be populated with the previously issued coupon information and the following message will display at the bottom of the screen:

The coupon recipient must be an active WIC Participant to get Farmers Market coupons. When the Farmers Market push button is clicked, the Coupon Issuance screen pops up and the CNW will enter the first coupon number, and re-enter the first coupon number for verification, and then the system automatically assigns the next consecutive nine coupon numbers to complete the ten coupon issuance and default the value of each coupon to \$3.00. These coupons are pre-numbered.

The numbers are validated against a range set up in the Farmers Market Issue Coupon Screen and stored in the table.

The top page of each booklet will be a receipt slip that will document the coupons issued and provide for a signature indicating that the coupons were received. No functionality will be required within AIM to accommodate Farmers Market Issuance Receipts.

For state agency use only, is the Farmer Info screen used for the entry of approved farmers. It is used to add farmers once approved, make modifications, and to inactivate farmers that are no longer approved.

For state agency use only, is the Funding Source screen so that Farmer's Market funding amounts for a fiscal year can be entered and tracked.

For state agency use only, is the Coupon Inventory screen so that ranges of coupon IDs can be assigned to Local Agencies and/or tribal nations for a fiscal year. When coupons are assigned to a Local Agency, the state representative can assign the appropriate funding source. When coupons are assigned to a tribal nation, no participant data will be entered in the coupon issuance screen.

The Farmer's Market function module is intended to process all farmers market coupons that are redeemed by participants and farmers.

General Description

Farmer's Market Module is made up of the following functions:

Coupon Assignment

Enroll active and eligible WIC participants into the Farmer's Market Nutritional Program

Track Current Status of Farmer's Market Coupons

The System provides the ability to track the current status of farmer's market coupons.

Maintain Farmer's Market Coupon Numbers

The System will consider the range of farmer's market coupon numbers that have been assigned to Local Agency and are legitimately available for issuance.

Provide Coupon Status to Local Agencies

The Arizona FMNP will pass redemption information from the consolidated issuance/redemption database at the State Agency down to the Local Agency. This movement of data will be done utilizing the end of day process.

Reconcile Redeemed Coupons

Coupons issued to WIC participants are submitted to farmers as payment for the approved produce items. Farmers in turn submit these coupons for payment to their bank.

Management of Funding Sources

The System allows the user to enter funding sources and date periods for which the funding is active. Coupons can not be issued if the assigned funding dollars have been depleted, or the funding has expired.

Maintain Farmer Information

Utilized to add farmers once approved, make modifications, and to inactivate farmers that are no longer approved.

Farmer's Market Coupon Redemption

A file of redeemed Farmer's Market coupons is received from the bank. The AIM End of Day checks if this file exists on the FSMC 'ftp' site and retrieve it and process it if it is there. This file is processed as a part of End of Day. The redemption information is reconciled against the issuance coupon numbers in the table.

Produce Farmers Market Reports

The AIM System generates some reports from the Farmer's Market module. Reports are listed with a brief description for reference purposes. It is anticipated Local Agency staff will utilize a limited number of these reports. Detail instructions for these reports are provided in this chapter.

Produce Farmer's Market Issuance vs. Redeemed Tracking Report

A report created displays the monthly Farmer's Market Bank Issuance / Reconciliation activity. This will show the total coupons issued by the local agency to participants compared against the coupons redeemed by participants for the month.

Produce Farmer's Market Monthly Coupon Reconciliation Report

A report created displays the monthly Farmer's Market Bank Issuance / Reconciliation activity (functioning like the Daily FI Bank Reconciliation report). This displays the coupons redeemed by the bank and disposition information, and includes both local agency and tribal nation bank activity.

Produce Farmer's Market Annual Coupon Reconciliation Report

The report displays the annual Farmer's Market Bank Issuance / Reconciliation activity. It displays the total coupons issued by the local agency to participants compared against the coupons redeemed by participants for a designated month. The report also calculates the Percent of Coupons redeemed.

Produce Farmer's Market Participation by Category and Ethnicity

Reports the count of the number of participants within a user specified date range determined to be participating; broken down by category. A list of the participants included in the count totals serves as the detail portion of the report. The FM status is used to place participants in a category for final totals. The categories are: WIC Children (C1 to C4), and Pregnant women,

Breastfeeding Women (EN, PN), and Post Partum Women. This report does not include participation data from tribal nations.

Produce Seniors Farmer's Market Participation by Category and Ethnicity

Reports the count of the number of participants within a user specified date range determined to be participating; broken down by category. A list of the participants included in the count totals serves as the detail portion of the report. The FM status is used to place participants in a category for final totals. The categories are: Elderly (E3 and E4).

Produce Seniors Farmer's Market Issuance vs. Redeemed Tracking Report

The report displays the monthly Seniors Farmer's Market Bank Issuance / Reconciliation activity. This will show the total coupons issued by the local agency to participants compared against the coupons redeemed by participants for the month.

Description of Farmer's Market Functions

When clicking on the Farmer's Market button from the AIM System Master Menu, the following window is displayed:

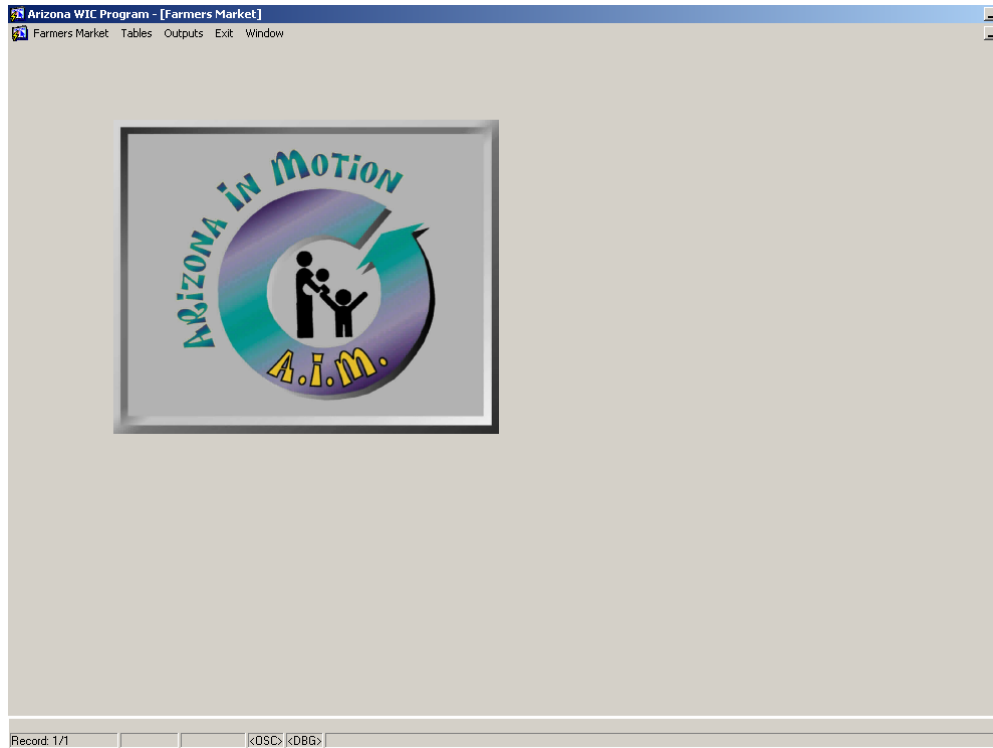


Figure 1 – Farmers Market Splash Screen

Issuing Farmer's Market Coupons

To Issue Farmer's Market Coupons:

1. Click on Farmers Market from the menu bar.
2. Click on Issue Coupons as shown below:



The Farmers Market Issuance Window is displayed:

Already Issued	Client ID	Foster Care	Last Name	First Name	MI1	MI2	Start Coupon #	Verify Starting Coupon #	Ending Coupon #
<input type="checkbox"/>		<input type="checkbox"/>							
<input type="checkbox"/>		<input type="checkbox"/>							
<input type="checkbox"/>		<input type="checkbox"/>							
<input type="checkbox"/>		<input type="checkbox"/>							

Figure 2 – Farmers Market Issuance

Issue Farmers Market Coupons

1. For Issuance, select either client or family issuance of Farmers Market Issuance.
2. Click the list of values button to the right of the Client ID field, then select the participant to whom to issue farmers market coupon by double clicking on her/his name, or type in the

- appropriate id number. The system will automatically populate the spaces to the right of this list of values button with the client's name.
3. Press the F8 key once to execute the query
 - a. Automatically populate the following fields: Client ID, Last Name, First Name, MI1, MI2.
 4. TAB to the Starting Coupon Number (#) field. The Starting Coupon Number (#) entered should match the coupon book's first coupon when it is entered in the field.
 5. TAB to the Verify Starting Number (#) field. The value for the Verify Starting Number (#) field must match the Starting Number (#) when entered. System messages display if the numbers do not match and must be re-entered.
 6. TAB from the Verify Starting Number (#) field in order for the AIM system to calculate the Ending Number coupon of the Farmer's Market Coupon book.
 7. The Coupons Already Issued check box is automatically checked for clients who have already received farmer's market coupon issuance for the current federal fiscal year.

Additional pop-up screens may display prior to the display of the complete Farmer's Market Coupon Issuance screen. The factors that generate the pop-ups depend if the client has already receive farmer's market coupons for the current federal fiscal year, and if the maximum number of family members eligible to receive farmer's market coupons has been exceeded.

*Error! Reference source not found. **Market Coupon Issuance***

Fields

Client ID - Double-clicking this brings up the Client/Family Lookup window that allows the user to select a client identification number. The user can also select participants from a list of values. This entry is mandatory. The Client Last Name, First Name and Middle Initials are also shown.

Family ID - Double clicking this brings up the Client/Family lookup window that allows the user to select a Family ID number. The user can also select Families from a list of values. This field is mandatory if Family Issuance is selected.

Last Name - The last name of the client selected or all clients in the family/economic unit. This field is display only.

First Name - The first name of the client selected or all clients in the family/economic unit. This field is display only.

MI 1 - The first middle initial of the client selected or all clients in the family/economic unit. This field is display only.

MI 2 - The second middle initial of the client selected or all clients in the family/economic unit. This field is display only.

Client ID - This field is a display only of the client selected or all clients in the family/economic unit.

Last Name - The last name of the client selected or all clients in the family/economic unit. This field is display only.

First Name - The first name of the client selected or all clients in the family/economic unit. This field is display only.

MI 1 - The first middle initial of the client selected or all clients in the family/economic unit. This field is display only.

MI 2 - The second middle initial of the client selected or all clients in the family/economic unit. This field is display only.

Start Coupon Number (#) - This field allows the entry of the first coupon in a coupon book of ten (10). This field is mandatory.

Verify Starting Coupon Number (#) - This field allows the duplicate entry of the first coupon in a coupon book of ten (10). This field is mandatory.

Ending Coupon Number (#) – This field is system generated and calculated as the ending coupon number is the starting number plus nine (9) for a total of ten (10) coupons per book. This field is display only.

Check Box(es)

Coupons Already Issued - The system automatically checks this box if the client is eligible and has been issued farmer's market coupons. Eligible clients are only allowed one issuance of Farmers Market per Federal Fiscal Year.

Foster Care – This checkbox is automatically checked when the client has been designated as a Foster Child on the Client registration screen. This checkbox is display only.

Radio Button(s)

Client Issuance - If this radio button is clicked when the Client ID field is entered/selected, only that particular Client identification and name will appear in the Farmers Market coupon list below.

Family Issuance - If this radio button is clicked when the Family ID field is entered/selected, those particular rfamilies Client identification and name will appear in the Farmers Market coupon list below.

Looking up a Farmer's Market Coupon

To Look up a Farmer's Market coupon:

1. Click on Farmers Market from the menu bar.
2. Click on Coupon Lookup as shown below:



The Coupon Lookup Window is displayed:

Criteria

Farmer ID: Client ID: 1300036097 FARMER PRISCILLA

Issue Date Range From: To:

Coupon Range From: To:

Results

Coupon Number	Issue Date	Amount	Cleared Date	Reject Date	Farmer's ID
701	02/11/2007				
702	02/11/2007				
703	02/11/2007				
704	02/11/2007				
705	02/11/2007				

Figure 3 – Coupon Look-Up

Note: To find a Farmer by using the Coupon Lookup window, click the List of Values (LOV) arrow next to the Farmer ID field.

Look Up Farmers Market Coupons

1. To restrict the look up to a particular farmer, enter the Farmer ID code or click the arrow to the right of the Farmer ID code field to show a list of IDs and their corresponding names.

Select a code by double clicking the row or single clicking the row and then clicking the OK button.

2. To restrict the look up to a particular client, enter the Client ID or click the arrow to the right of the Client ID field to show a list of IDs and their corresponding names. Select an ID by double clicking the row or single clicking the row and then clicking the OK button.

Note: To find a Client by using the Client/Family Lookup window, double click in the Client ID field. Refer to the section "Client/Family Lookup" for further information.

3. To restrict the look up of a farmer's market coupon Issue Date Range, enter From and To dates of the coupon Date to Use Range for which the system should search and retrieve information.
4. Press the F8 button to execute the query.
5. The system lists the following information for all the coupons that have been redeemed by the selected farmer, participant, and/or date range entered: Coupon Number, Issue Date, Amount, Cleared Date, Reject Date, and Farmer ID by the specific Issue Date Range entered.
6. To restrict the look up of a farmer's market coupon by the Coupon Range, enter From and To coupon numbers for which the system should search and retrieve information.
7. Press the F8 button to execute the query.
8. The system lists the following information for all the coupons that have been redeemed by the selected farmer, participant, and/or date range entered: Coupon Number, Issue Date, Amount, Cleared Date, Reject Date, and Farmer ID by the specific Coupon Range entered.
9. To exit the Coupon Lookup window, click the Exit button.

Figure 3 – Coupon Look-Up

Fields

Farmer ID - The Farmer ID identification number is selected here from the list of values. This field is optional.

Client ID - The client identification number is selected here from the list of values. This field is optional.

Issue Date Range - From: / To: - The beginning and end date for which food instrument information will be searched and retrieved. The field used in searching is the First Date to Use. These fields are optional.

Coupon Number Range - From: / To: - The beginning and ending serial numbers for which information will be searched and retrieved. These fields are optional.

Coupon Number - The number imprinted on the food instrument. This field is display only.

Issue Date - The date the food instrument was created. This field is display only.

Amount - The highest requested dollar value that the FI may be redeemed for. This field is display only.

Cleared Date - The date on which the food instrument was paid by the WIC fiscal intermediary. This field is display only.

Reject Date - The date on which the food instrument was rejected by the WIC fiscal intermediary. This field is display only.

Farmer ID – The assigned number to a farmer for redemption tracking purposes. This field is mandatory.

Farmer Information

To enter Farmer Information:

1. Click on Tables from the menu bar.
2. Click on Farmer Info as shown below:



The Farmer Info Window is displayed:

A screenshot of the 'Arizona WIC Program - [Farmer Information]' application window. The 'Farmer's Info' tab is active. The form contains the following fields: 'Farmer ID' (a small text box), 'Farmer Name' (a long text box), 'Street 1' (a long text box), 'Street 2' (a long text box), 'City' (a long text box with a dropdown arrow), 'Email' (a text box), 'State' (a dropdown menu), 'Zip' (a text box with a dropdown arrow), 'Phone' (a button), 'Expiration Date' (a date picker), and 'Comment' (a large text area). The status bar at the bottom says 'Enter the Farmer's ID.'.

Figure 4 – Farmer Info

3. A numeric value up to five characters in length may be entered into the Farmer ID field.
4. TAB to the Farmer Name field to enter up to 30 characters for the name of the farmer.

5. TAB to the Street 1 field to enter the primary address of the farmer.
6. TAB to the Street 2 field to enter a secondary address of the farmer.
7. TAB to City field and type in the city, or use the drop down button, to capture the city of the farmer's address. The State and Zip will automatically populate based on the selection.
8. TAB to the Email field to enter an email up to 30 characters in length.
9. TAB to the Filed Documents checkbox and check to indicate if documents were filed.
10. TAB to the Phone button. Click the phone button to enter appropriate phone numbers.
11. TAB to Expiration Date to enter the date the contract expires in the format of MM/DD/YYYY.
12. TAB to the Comments field to enter free form text.
13. Click the Save icon.
14. Exit back to the Farmer's Market Splash screen.

Figure 4 – Farmer Info

Fields

Farmer ID - The user enters the farmer ID as found on the farmer coupon stamp. This field is mandatory.

Farmer Name – The name of the farmer. This field is mandatory.

Street 1 - The first mailing address of the farmer. This is a mandatory field.

Street 2 - The second mailing address of the farmer. This is an optional field.

City - The city corresponding to the mailing address. This is a mandatory field that can be selected from a list of values. For more information, please refer to the Locales table in System Administration.

State - The state corresponding to the mailing address. This field is display only and is populated when the city or zip code list of values is selected.

Zip - The nine-digit zip code of the mailing address. The five-digit zip is mandatory and can be selected from a list of values. The four-digit extension of the zip code is optional. When selecting a new five-digit zip the four-digit extension is automatically cleared.

Email - The email address provided by the farmer. This field is optional.

Expiration Date - The date the farmer is no longer active in the Farmer's Market program. This field is optional.

Comment - Users notes regarding information about the farmer. This field is optional.

Check Box(es)

Filed Documents – Check box that indicates whether or not this farmer has filed documents with ADHS. This field defaults to unchecked and is optional.

Push Button(s)

Phone - This button provides the user with a list of the farmers phone numbers to record for each farmer. The user can enter multiple phone numbers for each farmer.

Calculation(s)

None.

Background Process(es)

None.

Coupon Inventory

To enter Coupon Inventory

1. Click on Tables from the menu bar.
2. Click on Coupon Inventory as seen below:



The Coupon Inventory Window is displayed:

Agency	Agency Name	FFY	Starting Coupon Number	Ending Coupon Number
30	UAT MARIPOSA WIC PROGRAM	2007	1	1000
30	UAT MARIPOSA WIC PROGRAM	2007	1001	2000
30	UAT MARIPOSA WIC PROGRAM	2007	2001	3000
30	UAT MARIPOSA WIC PROGRAM	2007	3001	4000
30	UAT MARIPOSA WIC PROGRAM	2007	4001	5000
08	MOHAVE COUNTY DEPT OF HEALTH #	2007	10001	15000
08	MOHAVE COUNTY DEPT OF HEALTH #	2007	15001	20000
08	MOHAVE COUNTY DEPT OF HEALTH #	2007	20001	30000
08	MOHAVE COUNTY DEPT OF HEALTH #	2007	30001	31000
08	MOHAVE COUNTY DEPT OF HEALTH #	2007	31001	33000

Figure 5 – Coupon Inventory

3. Select the Agency from the drop down arrow for which at least one clinic that participates in the Farmer's Market Nutrition Program.

4. TAB to the Agency Name to view the Agency Name based upon the Agency number selection.
5. TAB to the FFY field to enter the Federal Fiscal Year for the year the coupons are assigned to the agency.
6. TAB to the Starting Coupon Number field to enter the first coupon number in the range of coupon books assigned to the local agency.
7. TAB to the Ending Coupon Number field to enter the last coupon number in the range of coupon books assigned to the local agency.
8. Click the Save icon to complete the transaction.
9. Click the Exit icon to return to the Farmer's Market Splash Screen.

Figure 5 – Coupon Inventory

Fields

Agency – Clicking on the Agency LOV button displays all the Local Agencies that have at least one clinic that participates in Farmer's Market. The user also has the option of typing in the agency org code. The Agency Name field will auto fill if valid org code is entered or selected from the LOV. This field is mandatory.

Agency Name – The Local Agency name that was entered or selected on the Agency field. This field is display only.

FFY – The fiscal year assigned to the coupon range. The coupon range entered can only be used during this fiscal year (Oct 1st thru Sept 30th). This field is mandatory.

Starting Coupon Number – The first number in the range of coupon books that are issued to a Local Agency. This field is mandatory.

Ending Coupon Number – The last number in the range of coupon books that are issued to a Local Agency. This field is mandatory.

Push Button(s)

None.

Calculation(s)

None.

Background Process(es)

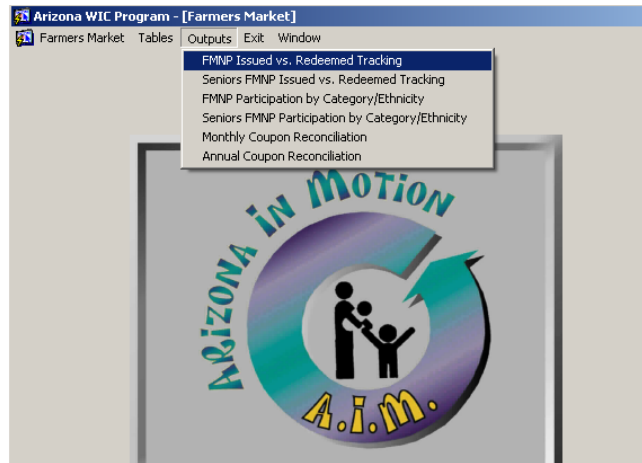
None

Outputs

Producing a Issued vs Redeemed Tracking Report

To Produce a Coupon Issued vs Redeemed Tracking Report:

1. Click on Outputs from the menu bar.
2. Click on FMNP Issued vs Redeemed Tracking as shown below:



The FMNP Issued vs Redeemed Tracking Window is displayed:

A screenshot of the 'mr_issue_vs_redeem: Runtime Parameter Form' window. The window has a title bar with the text 'mr_issue_vs_redeem: Runtime Parameter Form' and standard window controls. Below the title bar is a menu bar with 'File', 'Edit', 'View', and 'Help'. A toolbar with various icons is located below the menu bar. The main content area is divided into several sections. The top section contains the text 'Arizona Department of Health', 'WIC System', and 'Report: FMNP ISSUED VS. REDEEMED TRACKING'. Below this is a section for 'Output Device:' with a dropdown menu showing 'PREVIEW'. Underneath are fields for 'Filename:' and 'Number of Copies:' with a value of '1'. At the bottom, there is a field for 'FFY:'.

Figure 6 – Farmers Market Issued vs Redeemed Tracking Report

Produce the FMNP Issued vs Redeemed Report

Complete the Report Runtime Parameter dialog box as described below.

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.
2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.
3. Select the number of copies of the report to print by typing that number in the Copies field.
4. Enter the Federal Fiscal Year (FFY) for which the report is being generated in the following format: YYYY.

Report Name: MR_ISSUE_VS_REDEEM **Arizona WIC Farmer's Market Program** **Database: CMA30**
Report Date: 04/15/2007 03:07:02 PM **FMNP ISSUED VS. REDEEMED TRACKING** **User: WICADM**
FFY: 2007 **Page: 1 of 2**

Local Agency	Total Issued	October		November		December		January		February		March		April	
		Issued	Redeemed	Issued	Redeemed	Issued	Redeemed	Issued	Redeemed	Issued	Redeemed	Issued	Redeemed	Issued	Redeemed
APACHE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COCHISE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COCONINO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GILA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAHAM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GREENLEE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MARICOPA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOHAVE	10	0	0	0	0	0	0	0	0	10	1	0	2	0	1
NAVAJO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PIMA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PINAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
YAVAPAI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
YUMA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COCOPAH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MARANA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLINICA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EL RIO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MARIPOSA	1110	0	0	0	0	0	0	600	0	260	0	110	0	140	80
DESERT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOUNTAIN PARK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CATALINA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
State Total	1120	0	0	0	0	0	0	600	0	270	1	110	2	140	81

5. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
6. Click the Print icon to print the report. To activate the system's e-mail capabilities, click the Mail icon.
7. Click the Close icon to exit the preview screen and return to the Farmer's Market Menu Screen. Click the New icon to view a new copy of the same preview screen.
8. If at any time you decide not to continue, click the Cancel button at the top of the dialog box.

Error! Reference source not found.

Fields

Output Device - The user may select (from a drop down list) screen, file, printer, mail, or preview.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

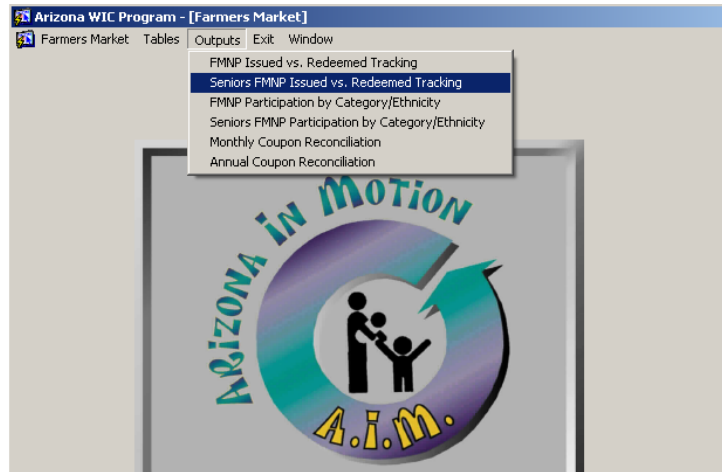
Fields

FFY - The current cycle that the report will query data from. The report is generated from the format: YYYY.

Producing a Seniors FMNP Issued vs Redeemed Tracking Report

To Produce a Seniors Issued vs Redeemed Tracking Report:

1. Click on Outputs from the menu bar.
2. Click on Seniors FMNP Issued vs Redeemed Tracking as shown below:



The Seniors FMNP Issued vs Redeemed Tracking Window is displayed:

A screenshot of the 'mr_sr_issue_vs_redeem: Runtime Parameter Form' window. The window has a title bar with the text 'mr_sr_issue_vs_redeem: Runtime Parameter Form' and standard window controls. Below the title bar is a menu bar with 'File', 'Edit', 'View', and 'Help'. A toolbar with various icons is located below the menu bar. The main content area is divided into sections. The top section contains the text 'Arizona Department of Health', 'WIC System', and 'Report: SENIORS FMNP ISSUED VS. REDEEMED TRACKING'. Below this is a section for output settings with labels 'Output Device:', 'Filename:', and 'Number of Copies:'. The 'Output Device:' dropdown menu is set to 'PREVIEW'. The 'Filename:' field is empty. The 'Number of Copies:' field contains the value '1'. At the bottom of the form is a section labeled 'FFY:' with an empty text field.

Figure 7 – Seniors FMNP Issued vs Redeemed Tracking Report

Produce the Seniors FMNP Issued vs Redeemed Report

Complete the Report Runtime Parameter dialog box as described below.

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.
2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.
3. Select the number of copies of the report to print by typing that number in the Copies field.
4. Enter the Federal Fiscal Year (FFY) for which the report is being generated in the following format: YYYY.

Report Name: MR_SR_ISSUE_VS_REDEEM Arizona WIC Farmer's Market Program Database: ADMEN
Report Date: 03/24/2008 11:33:38 AM SENIORS FMNP ISSUED VS. REDEEMED TRACKING User: WICADM
FFY: 2000 Page: 1 of 1

Local Agency	Total Issued	Mar 08 Issued	Redeemed	Total Issued	Total Redeemed	Waived	Percent Redeemed
COCHISE	700	700	0	700	0	700	0.00%
COCONINO	0	0	0	0	0	0	
GRAHAM	0	0	0	0	0	0	
MARICOPA	0	0	0	0	0	0	
PIMA	1010	1010	0	1010	0	1010	0.00%
PINAL	290	290	0	290	0	290	0.00%
YAVAPAI	0	0	0	0	0	0	
MARANA	0	0	0	0	0	0	
CLINICA	0	0	0	0	0	0	
EL RIO	0	0	0	0	0	0	
ST ELIZABETH	0	0	0	0	0	0	
ST	0	0	0	0	0	0	
MOUNTAIN PARK	0	0	0	0	0	0	
ITCA	0	0	0	0	0	0	
State Total	2090	2090	0	2090	0	2090	0.00%

5. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
6. Click the Print icon to print the report. To activate the system's e-mail capabilities, click the Mail icon.
7. Click the Close icon to exit the preview screen and return to the Farmer's Market Menu Screen. Click the New icon to view a new copy of the same preview screen.
8. If at any time you decide not to continue, click the Cancel button at the top of the dialog box.

Error! Reference source not found.

Fields

Output Device - The user may select (from a drop down list) screen, file, printer, mail, or preview.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Fields

FFY - The current cycle that the report will query data from. The report is generated from the format: YYYY.

Producing Monthly Coupon Reconciliation Report

To produce Monthly Coupon Reconciliation report:

1. Click on Outputs from the menu bar.
2. Click on Monthly Coupon Reconciliation as shown below:



The Monthly Coupon Reconciliation Runtime Window is displayed:

A screenshot of the 'mr_mon_coupon_recon: Runtime Parameter Form' window. The window has a title bar with the text 'mr_mon_coupon_recon: Runtime Parameter Form' and standard window controls. Below the title bar is a menu bar with 'File', 'Edit', 'View', and 'Help'. A toolbar with various icons is located below the menu bar. The main content area is divided into sections. The top section contains the text 'Arizona Department of Health' and 'WIC System'. Below this is a section labeled 'Report: MONTHLY COUPON RECONCILIATION'. The next section contains 'Output Device:' with a dropdown menu showing 'PREVIEW', 'Filename:' with an empty text box, and 'Number of Copies:' with a text box containing the number '1'. The bottom section contains 'Month/Year (MM/YYYY):' with an empty text box.

Figure 8 – Monthly Coupon Reconciliation Report

Produce the Monthly Coupon Reconciliation Report

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.
2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.
3. Select the number of copies of the report to print by typing that number in the Copies field.
4. Enter the Month/Year in the format of MM/YYYY for which the report is being generated.
5. Click the green light icon to generate the report.

Report Name: MR_MON_COUPON_RECON Arizona WIC Farmer's Market Program Database: CMA30
Report Date: 04/15/2007 03:51:49 PM MONTHLY COUPON RECONCILIATION User: WICADM
Month/Year: Apr/2007 Page: 1 of 3

Local Agency: 30 MARIPOSA WIC PROGRAM

Coupon Number	Disposition	Paid Coupon Amount	Requested Coupon Amount
0000001041	REDEEMED	3.00	0.00
0000001042	REDEEMED	3.00	0.00
0000001043	REDEEMED	3.00	0.00
0000001044	REDEEMED	3.00	0.00
0000001045	REDEEMED	3.00	0.00
0000001046	REDEEMED	3.00	0.00
0000001047	REDEEMED	3.00	0.00
0000001048	REDEEMED	3.00	0.00
0000001049	REDEEMED	3.00	0.00
0000001050	REDEEMED	3.00	0.00
0000001051	REDEEMED	3.00	0.00
0000001052	REDEEMED	3.00	0.00
0000001053	REDEEMED	3.00	0.00
0000001054	REDEEMED	3.00	0.00
0000001055	REDEEMED	3.00	0.00
0000001056	REDEEMED	3.00	0.00
0000001057	REDEEMED	3.00	0.00
0000001058	REDEEMED	3.00	0.00
0000001059	REDEEMED	3.00	0.00
0000001060	REDEEMED	3.00	0.00
0000001061	REDEEMED	3.00	0.00
0000001062	REDEEMED	3.00	0.00
0000001063	REDEEMED	3.00	0.00
0000001064	REDEEMED	3.00	0.00
0000001065	REDEEMED	3.00	0.00
0000001066	REDEEMED	3.00	0.00
0000001067	REDEEMED	3.00	0.00

6. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
7. Click the Close icon to exit the preview screen and return to the Farmer's Market Menu Screen.
8. Click the New icon to view a new copy of the same preview screen.

Fields

Output Device - The user may select (from a drop down list) display (window), file or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Month/Year - The current cycle that the report will query data from. The report is generated from the format: MM/YYYY.

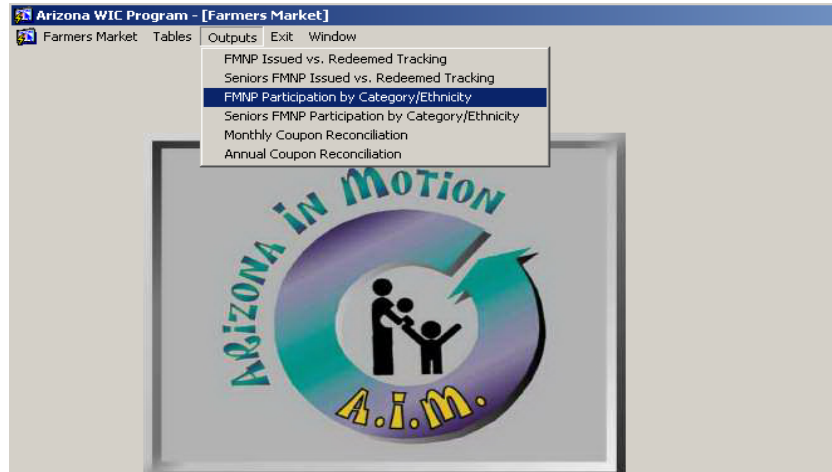
Background Processes

This report summarizes the banking activity from the previous night's EOD.

Producing Participation by Category and Ethnicity Report

To produce Participation by Category and Ethnicity report:

1. Click on Outputs from the menu bar.
2. Click on Participation by Category and Ethnicity as shown below:



The Participation by Category and Ethnicity Runtime Window is displayed:

A screenshot of the 'mr_part_cat_ethn_grp: Runtime Parameter Form' window. The window has a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with icons for file operations and help. The main area of the form is divided into sections. The top section contains the text 'Arizona Department of Health' and 'WIC System'. Below this is a section for the report title: 'Report: FMNP PARTICIPATION BY CATEGORY & ETHNICITY'. The next section contains fields for 'Output Device:' (a dropdown menu set to 'PREVIEW'), 'Filename:' (a text input field), and 'Number of Copies:' (a text input field set to '1'). The bottom section contains fields for 'Local Agency:' (a dropdown menu set to 'ALL AGENCIES'), 'Clinic:' (a dropdown menu set to 'ALL CLINICS'), 'Issuance Participation Month:' (a dropdown menu set to 'OCT'), and 'FFY:' (a text input field).

Figure 9 – Participation by Category and Ethnicity

Produce the Participation by Category and Ethnicity Report

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.
2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.
3. Select the number of copies of the report to print by typing that number in the Copies field.
4. Select the Local Agency from the drop down list.
5. Select the Clinic from the drop down list.
6. Select the Issuance Participation Month using the drop down list for which the report is being generated.
7. Select the Fiscal Year using the drop down list for which the report is being generated.
8. Click the green light icon to generate the report.

Report Name: MR PART CAT ETHN GRP **Arizona WIC Farmer's Market Program** **Database:** CMA30
Report Date: 04/15/2007 06:17:53 PM **FMMF PARTICIPATION BY CATEGORY & ETHNICITY** **User:** WICADM
Issuance Participation Month: APR **FFY:** 2007 **Page:** 3 of 11

Local Agency: 30 **Clinic:** 05 **Agency Name:** PATAGONIA WIC (CALL NOGALES)

Current Status	EN	PN	P	PG1	PG2	C1	C2	C3	C4	Total	PCT%
White Enrolled	0	0	0	0	1	3	3	1	0	8	42.11
Participating	0	0	0	0	1	2	1	0	0	4	28.57
Non Participating	0	0	0	0	0	1	2	1	0	4	80
Black Enrolled	0	0	0	0	0	0	0	0	2	2	10.53
Participating	0	0	0	0	0	0	0	0	2	2	14.29
Non Participating	0	0	0	0	0	0	0	0	0	0	0
Hispanic Enrolled	1	0	1	1	1	0	0	2	0	6	31.58
Participating	1	0	1	1	1	0	0	2	0	6	42.86
Non Participating	0	0	0	0	0	0	0	0	0	0	0
Native Amer. Enrolled	0	1	0	0	0	0	1	0	0	2	10.53
Participating	0	1	0	0	0	0	1	0	0	2	14.29
Non Participating	0	0	0	0	0	0	0	0	0	0	0
Asian Enrolled	0	0	0	0	0	1	0	0	0	1	5.26
Participating	0	0	0	0	0	0	0	0	0	0	0
Non Participating	0	0	0	0	0	1	0	0	0	1	20
Pacific Isl. Enrolled	0	0	0	0	0	0	0	0	0	0	0
Participating	0	0	0	0	0	0	0	0	0	0	0
Non Participating	0	0	0	0	0	0	0	0	0	0	0
Total Enrolled	1	1	1	1	2	4	4	3	2	19	100
Participating	1	1	1	1	2	2	2	2	2	14	73.68
Non Participating	0	0	0	0	0	2	2	1	0	5	26.32
Women	6	31.58%	Children	13	68.42%	Total					
Enrolled	6	31.58%	13	68.42%	19						
Participating	6	42.86%	8	57.14%	14						
Non Participating	0	0%	5	100%	5						

9. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
10. Click the Close icon to exit the preview screen and return to the Food Instruments Menu Screen.
11. Click the New icon to view a new copy of the same preview screen.

Fields

Output Device - The user may select (from a drop down list) display (window), file or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Local Agency - The Local Agency that issued the farmers market coupons to be queried can be selected from the list of values to display participation.

Clinic - The Clinic that issued the farmers market coupons to be queried can be selected from the list of values to display participation.

Issuance Participation Month -

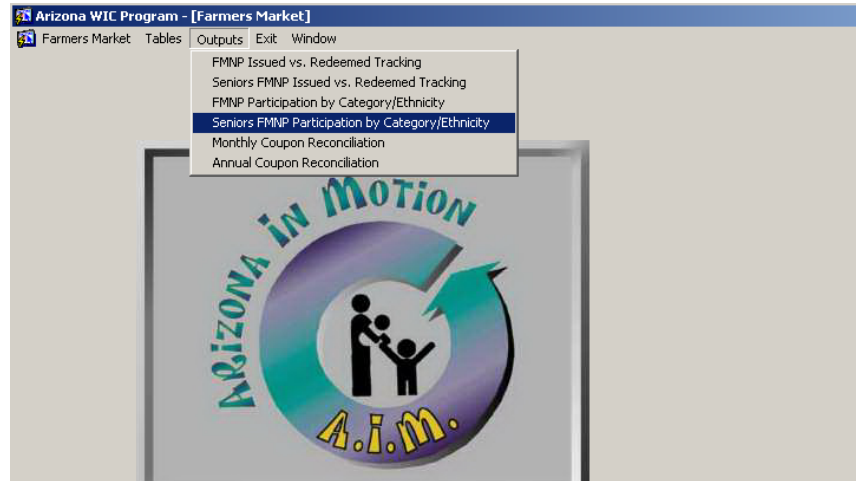
FFY – The current cycle that the report will query data from. The report is generated from the format: YYYY.

Background Processes

Producing Seniors FMNP Participation by Category and Ethnicity Report

To produce Participation by Category and Ethnicity report:

1. Click on Outputs from the menu bar.
2. Click on Seniors FMNP Participation by Category and Ethnicity as shown below:



The Seniors FMNP Participation by Category and Ethnicity Runtime Window is displayed:

A screenshot of the 'mr_sr_part_cat_ethn_grp: Runtime Parameter Form' window. The window has a title bar with the text 'mr_sr_part_cat_ethn_grp: Runtime Parameter Form' and standard window controls. Below the title bar is a menu bar with 'File', 'Edit', 'View', and 'Help'. A toolbar with icons for file operations and help is located below the menu bar. The main content area is divided into several sections. The top section is a header with the text 'Arizona Department of Health WIC System' and 'Report: SENIORS FMNP PARTICIPATION BY CATEGORY & ETHNICITY'. Below this is a section for 'Output Device:' with a dropdown menu set to 'PREVIEW'. The next section contains 'Filename:' with an empty text box and 'Number of Copies:' with a text box containing the number '1'. The following section has 'Local Agency:' with a dropdown menu set to 'ALL AGENCIES', 'Clinic:' with a dropdown menu set to 'ALL CLINICS', and 'FFY:' with an empty text box. The next section contains 'Fiscal Month From:' with a dropdown menu set to 'OCT' and 'Fiscal Month To : ' with a dropdown menu set to 'OCT'. The final section contains 'Funding Source:' with a dropdown menu set to 'ALL'. The window has a scroll bar on the right side.

Figure 10 – Seniors FMNP Participation by Category and Ethnicity

Produce the Seniors FMNP Participation by Category and Ethnicity Report

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.
2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.
3. Select the number of copies of the report to print by typing that number in the Copies field.
4. Select the Local Agency from the drop down list.
5. Select the Clinic from the drop down list.
6. Select the Issuance Participation Month using the drop down list for which the report is being generated.
7. Select the Fiscal Year using the drop down list for which the report is being generated.
8. Select the Funding Source using the drop down list for which the report is being generated.
9. Click the green light icon to generate the report.

Report Name: MR SR PART CAT ETHN GRP Arizona WIC Farmer's Market Program Database: AIMCEN
Report Date: 03/24/2008 10:31:23 AM SENIORS FMNP PARTICIPATION BY CATEGORY & ETHNICITY User: WICADH
Issuance Participation Months: JAN Thru MAR FFY: 2008 Page: 7 of 365
Funding Source: ALL

Local Agency: 02	Clinic: 11	Agency Name: SIERRA VISTA WIC		
Current Status	E3	E4	Total	PCT%
White Enrolled	19	31	50	64.10
Participating	0	0	0	0
Black Enrolled	1	0	1	1.28
Participating	0	0	0	0
Hispanic Enrolled	10	12	22	28.21
Participating	0	0	0	0
Native Amer. Enrolled	0	0	0	0
Participating	0	0	0	0
Asian Enrolled	2	0	2	2.56
Participating	0	0	0	0
Pacific Isl. Enrolled	1	2	3	3.85
Participating	0	0	0	0
Total Enrolled	33	45	78	100
Participating	0	0	0	0

10. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
11. Click the Close icon to exit the preview screen and return to the Food Instruments Menu Screen.
12. Click the New icon to view a new copy of the same preview screen.

Fields

Output Device - The user may select (from a drop down list) display (window), file or printer.

Filename - If file is selected (above), the directory and filename are entered.

Number of Copies - If printer is selected (above), the number of copies desired is entered.

Local Agency - The Local Agency that issued the farmers market coupons to be queried can be selected from the list of values to display participation.

Clinic - The Clinic that issued the farmers market coupons to be queried can be selected from the list of values to display participation.

Issuance Participation Month -

FFY – The current cycle that the report will query data from. The report is generated from the format: YYYY.

Background Processes

List of Figures

<i>Figure 1 – Farmers Market Splash Screen.....</i>	<i>5</i>
<i>Figure 2 – Farmers Market Issuance</i>	<i>6</i>
<i>Figure 3 – Coupon Look-Up</i>	<i>9</i>
<i>Figure 4 – Farmer Info.....</i>	<i>11</i>
<i>Figure 5 – Coupon Inventory</i>	<i>13</i>
<i>Figure 6 – Farmers Market Issued vs Redeemed Tracking Report.....</i>	<i>15</i>
<i>Figure 7 – Seniors FMNP Issued vs Redeemed Tracking Report.....</i>	<i>18</i>
<i>Figure 8 – Monthly Coupon Reconciliation Report</i>	<i>21</i>
<i>Figure 9 – Participation by Category and Ethnicity.....</i>	<i>24</i>
<i>Figure 10 – Seniors FMNP Participation by Category and Ethnicity</i>	<i>27</i>